

Code of Conduct (CoC) of Suppliers

I. Introduction/Preamble

AEP is committed to environmentally and socially responsible business management. We also require all of our employees to respect these principles and to integrate them into our company culture. We expect the same conduct from all of our suppliers. As we strive to continually optimise the sustainability of our products and our corporate activities, we call upon our suppliers to contribute to these efforts in the spirit of an integrated approach.

Any contracting partner shall agree on the validity of the following rules for a common CoC in all cooperation with AEP, where this agreement forms the basis for all future deliveries of supplies. The contracting partners shall commit to fulfill all of the principles and requirements of the CoC. The suppliers are also requested to contractually commit their subcontractors to adhere to the standards and rules specified in this document. This agreement shall enter into force upon signature. Violation and no-adherence to this CoC can constitute a cause and reason for the company to terminate the business relationship, including all associated supply contracts.

The CoC is based on national laws and regulations as well as international conventions such as the United Nations' Universal Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights, the International Labour Organization's international labor standards, and guiding principles about children's rights and child labour. We fully expect our suppliers to adhere to all relevant laws and regulations as well as to the requirements of these standards.

2. Scope

This code applies to current and potential AEP suppliers.

3. Policy

3.1. Social Responsibility

- Elimination of forced labour
No slave labour, forced labour or any similar form of labour may be used. All work must be carried out by choice, and employees must be able to end the work or the employment relationship at any time. Furthermore, no worker may be subjected to unacceptable treatment such as psychological cruelty or sexual or other personal harassment.
- Prohibition of child labour
Workers under the age of 18 is forbidden from performing any work, at every phase of production.
- Fair wages
The wage for regular working hours and overtime must comply with at least the statutory national minimum wage or the customary minimum wage for the industry, whichever is higher. In every case, the wage for overtime hours must be higher than the wage for regular hours. All legally mandated benefits are to be provided to employees. Wage deductions as a punitive measure are not permitted. The supplier must ensure that the

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employees receive clear, detailed, and regular written information about the composition of their pay.

- Freedom of Association

The right of employees to form and join organizations of their own choosing and to engage in collective bargaining (e.g. to join trade unions) is to be respected. In cases in which freedom of association and the right to hold collective meetings are legally restricted, alternative possibilities for an independent association of employees for the purpose of collective bargaining are to be permitted. Employee representatives are to be protected from discrimination. They are to be granted free access to their colleagues' workplaces to ensure that they are able to exercise their rights in a lawful and peaceful manner.

The supplier shall respect workers' right to freedom of association, to join trade unions, to appeal to worker representatives, and to membership in works councils in accordance with the applicable local laws. It must be possible for workers to communicate openly and without fear of reprisals or harassment.

- Prohibition of Discrimination

Discrimination against employees in any form is prohibited. This applies, for example, to discrimination on the basis of gender, race, caste, skin color, disability, political convictions, family background, religion, age, pregnancy, or sexual orientation. The personal dignity, privacy, and personal rights of every individual shall be respected.

- Health protection, occupational safety

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The supplier is responsible for a safe and healthy working environment. Through the construction and use of suitable workplace safety systems, the necessary preventive measures are taken against accidents and injuries to health that could occur in connection with workplace activities. The employees are also informed regularly about the applicable health protection and safety norms and measures, and receive training about them. The employees are provided access to adequate quantities of drinking water and clean sanitary facilities.

- Complaint Mechanisms

At the operational level, the supplier is responsible for establishing an effective complaint mechanism for individuals and communities who could be affected by negative impacts.

3.2. Environmental responsibility

Suppliers shall minimize the adverse environmental impacts of their operations, products, and services. We expect our suppliers to implement the environmental management system aligned with recognized international standards such as ISO 14001, and third-party certification is encouraged.

- Environmental Permits and Reporting. All required environmental permits (e.g., discharge monitoring), approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements shall be followed.

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- Pollution Prevention and Resource Reduction. Supplier shall optimize its consumption of natural resources, including water, fossil fuels, minerals, and virgin forest products by conserving these or by practice such as modifying production, maintenance, and facility processes, materials substitution, re-use, conservation, recycling, or other means. And measures should be implemented to prevent pollution and minimize the generation of waste and emissions at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means.
- Hazardous Substances. Chemicals, waste and other materials posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling, or reuse and disposal.
- Solid Waste. Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).
- Water Management. Supplier shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater shall be characterized, monitored, controlled, and treated as required prior to discharge or disposal.
- Energy Consumption, Climate Change and Greenhouse Gas Emissions. Suppliers must identify, monitor and minimize relevant greenhouse gas (GHG) emissions and energy consumption from their operations. Supplier shall look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

3.3. Business Ethics

- Corruption & Bribery

AEP has a zero-tolerance policy towards corruption and bribery. The supplier shall comply with all applicable laws and regulations regarding corruption, bribery, fraud, and other forms of prohibited business practices. The supplier shall not accept, request, receive or offer any favors, gifts, or hospitality of significant value in order to retain, obtain or gain any form of business advantage. Suppliers shall have auditable procedures and standards in place that prohibit any individuals acting on their behalf from taking part in such activities.

- Money laundering

Suppliers shall adhere to any applicable laws and regulations concerning anti-money laundering and take active measures to prevent their financial transactions from being exploited by others for this purpose.



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- Fair Business Conduct
Suppliers shall conduct business in accordance with antitrust laws and regulations and in a fair and ethical manner, promoting healthy competition
- Conflict of Interest
Suppliers shall avoid any conflict of interest with AEP. This includes interactions with a AEP representative that could result in a conflict of interest with the representative's responsibility to act in the best interest of the company. Suppliers shall provide immediate notification to all affected parties if an actual or potential conflict of interest arises.
- Privacy & Confidentiality
Suppliers shall adhere to all applicable data privacy laws and regulations concerning the processing of personal and sensitive data. Suppliers shall implement organizational and technical measures to ensure a level of security reflecting the risks. Furthermore, suppliers shall comply with contract requirements relating to information and confidentiality, and not share confidential or business sensitive information with third parties.

4. Acknowledgement

(Supplier Name) confirms that:

- We have received and read AEP's Supplier Code of Conduct ("CoC").
- We agree to comply with the requirements detailed in the CoC.
- We will promptly provide, upon request relevant to applicable laws or regulations, a supply chain map of products provided to AEP that identifies all suppliers and sub-tier suppliers and their locations for the requested products.
- We will inform our employees, subcontractors and suppliers about the CoC's content and cascade the CoC requirements down our entire supply chain and require their compliance with the provisions incorporated therein.
- We will report any case of violation of the CoC to AEP.

We agree to cooperate and supply the necessary information to AEP during its due diligence process to fulfill obligations of applicable legal requirements.

Supplier Company Name :

Supplier Authorized Representative Name and Title :

Signature and Company Seal/Stamp :

Date :